

**UNIVERSITY OF MASSACHUSETTS/Amherst  
MAJOR IN COMMUNICATION**

**REQUEST TO SUBSTITUTE AN OUTSIDE COURSE FOR A DEPARTMENTAL REQUIREMENT**

This form is for requesting that a course taken outside the UMass Major in Communication be used to fulfill a Major requirement. Such courses can be from other UMass majors or departments or from other colleges [e.g., from National or International Exchange]. Only 15 credits from any source outside the Department of Communication may be applied to the UMass Communication 36-credit requirement. **If the course was taken outside of UMass, please attach an up-to-date printout of your SPIRE transcript that lists the course. If the course is not obviously a Comm course, please attach a course description.**

**PLEASE FILL OUT SHADED AREAS OF THIS SHEET, FRONT AND BACK:**

<b>NAME:</b> _____	<b>SPIRE ID #:</b> _____	<b>CLASS YEAR:</b> _____
<b>PRIMARY MAJOR:</b> _____ [e.g., COMM]	<b>SECONDARY MAJOR (if applicable):</b> _____ [e.g., PSYCH, ECON, etc.]	
<b>EMAIL ADDRESS*:</b> _____	<b>TELEPHONE NUMBER:</b> _____	

**\* If you are currently enrolled in a course that you are substituting into the COMM major, the substitution will not appear in your Degree Progress Report on SPIRE until your final grade appears in SPIRE. Otherwise, it takes weeks or longer before the change appears in your SPIRE degree progress audit.**

List the course(s) below for which you are requesting approval

	INSTITUTION WHERE COURSE (WILL BE) TAKEN	SEMESTER/YEAR COURSE (WILL BE) TAKEN	DEPT.	COURSE #	TITLE OF COURSE	TO SUBSTITUTE FOR:
<b>1.</b>	_____	_____	_____	_____	_____	<b>COMM</b>
<b>2.</b>	_____	_____	_____	_____	_____	<b>COMM</b>
<b>3.</b>	_____	_____	_____	_____	_____	<b>COMM</b>

<b>Student's Signature</b> _____	<b>Date</b> _____
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<p>For office use only:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> NOT Approved</p> <p>_____ Signature of Director of Undergraduate Studies or Chief Undergraduate Advisor</p> <p>_____ Date</p>	<p><b>COMMENTS:</b></p>          <p align="right">UG/0904/BB</p>
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